

CROWLEY’S RIDGE DEVELOPMENT COUNCIL, INC
JOB DESCRIPTION

Position: SafeCare Provider
Classification: Part-time Contractor
Reports To: Community Engagement Director/SafeCare Enrollment Coordinator

General Responsibility

The SafeCare Provider is responsible for delivering structured, evidence-based home visiting services designed to promote positive parenting practices in families’ natural environments. The Provider will implement the SafeCare AR model through weekly home visits, utilizing prescribed curriculum and materials to improve home safety, child health, and parent–child interactions. This contracted role requires adherence to established protocols, active participation in coaching and quality assurance processes, and effective collaboration with the SafeCare Enrollment Coordinator to ensure program fidelity and data accuracy.

Responsibilities

- **Training and Certification**
 - Achieve Provider Certification through the approximately 30-60 day training process including: weeklong in-person training in Little Rock, remote ETO training, and monitored coaching through each SafeCare module.

- **Home Visiting Services:**
 - Travel to client homes, ensuring punctuality and professionalism.
 - Ability to travel to Mississippi, Craighead, Greene, Clay, Randolph, Lawrence, Sharp, Izard, and Fulton counties to serve clients.
 - Maintain and safeguard the program materials necessary for SafeCare sessions.
 - Deliver SafeCare modules (Parent-Child Interaction, Home Safety, and Child Health) during weekly home visits, lasting approximately 50-90 minutes.
 - Utilize the designated curriculum and required materials to engage and educate parents.

- **Client Engagement & Caseload Management:**
 - Establish a consistent schedule that respects the families’ needs, including flexible hours if required.
 - Manage a caseload of approximately 5-10 families.

- **Program Fidelity & Documentation:**
 - Adhere to SafeCare AR protocols and meet coaching requirements to achieve and maintain certification.
 - Complete necessary documentation in the Efforts to Outcomes (ETO) system and ensure data quality.

- **Collaboration & Continuous Improvement:**
 - Participate in coaching sessions and team meetings to receive ongoing support and maintain model fidelity.
 - Work closely with the SafeCare Enrollment Coordinator to report progress and address any service challenges.

Authority and Accountability

The SafeCare Provider is delegated the full authority necessary to perform the duties outlined above within the framework of agency policies and SafeCare AR protocols. The Provider is fully accountable to the Community Engagement Director for maintaining service quality, meeting program expectations, and ensuring timely and accurate documentation.

Knowledge, Skills, and Abilities

- In-depth knowledge or proven ability to learn the SafeCare AR model, including its curriculum, session structure, and fidelity standards.
- Excellent verbal and written communication skills to effectively interact with families, colleagues, and community partners.
- Ability to build rapport with clients and adjust service delivery to meet individual family needs.
- Strong time-management skills to handle a dynamic caseload and complete thorough documentation.
- Flexibility to accommodate varying family schedules and the ability to troubleshoot service delivery challenges.
- Proficiency in using data management systems (e.g., ETO) and basic office technology.

Requirements

- **Educational Background:**
 - Bachelor's degree in social work, education, sociology, psychology, human services, counseling, or a related field;
 - OR**
 - Associate's degree with at least 2 years of experience in child development and parenting education.

- **Experience:**
 - Prior experience in home visiting or delivering structured intervention services is preferred.
 - Familiarity working with child welfare systems is a plus.

Special Requirements

- Valid Driver's License
- Auto Liability Insurance
- **Background Checks:**
 - Arkansas State Police Criminal Background Check.
 - Arkansas Child Maltreatment Central Registry Check.
 - For applicants who have resided outside Arkansas in the past 5 years, an FBI background check is required.
- **Additional Screenings:** Any other screenings or certifications required for SafeCare AR compliance.

Additional Duties

Must be able to perform any other duties that may be assigned by the Community Engagement Director for the efficient operation of the agency.

Acknowledgement

I understand this job description and its requirements, and that I am expected to complete all duties as assigned. I understand the job duties may be altered from time to time. I understand CRDC is a drug-free workplace, and I agree to take a drug/alcohol test prior to my employment and will be periodically subjected to random screenings for drug/alcohol throughout my employment with CRDC.

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Please send resumes to sboggs@crdenea.com